



# WASHOE COUNTY

Integrity Communication Service  
[www.washoecounty.us](http://www.washoecounty.us)

CM/ACM \_\_\_\_\_  
Finance JB/CH  
DA MR  
Risk Mgt DE  
HR no  
Other \_\_\_\_\_

## STAFF REPORT BOARD MEETING DATE: *March 14, 2017*

**DATE:** Wednesday, March 01, 2017

**TO:** Board of County Commissioners

**FROM:** John Listinsky, Director, Human Resources/Labor Relations  
328-2089, [jlistinsky@washoecounty.us](mailto:jlistinsky@washoecounty.us)

**THROUGH:** Christine Vuletich, Assistant County Manager

**SUBJECT:** Recommendation to approve reclassification requests for a vacant Carpenter Supervisor, pay grade L, to Carpenter, pay grade J (Community Services), and a vacant Office Support Specialist, pay grade H, to Office Assistant II, pay grade E (Regional Animal Services), as reported to the Job Evaluation Committee. Net annual savings is estimated at \$18,070. (All Commission Districts.)

### SUMMARY

Staff is requesting approval of reclassification requests for various positions reviewed by the Job Evaluation Committee (JEC) to support department realignment of resources and to improve efficiency and effectiveness.

**Washoe County Strategic Objective supported by this item:** Valued, Engaged Employee Workforce

### PREVIOUS ACTION

On January 10, 2017, the Board approved reclassification requests for the Sheriff's Office, the Assessor's Office and Juvenile Services.

On December 13, 2016, the Board approved reclassification requests for the Manager's Office, Treasurer's Office, Assessor's Office and Juvenile Services.

On May 17, 2016 the Board approved both new and reclassification requests submitted and evaluated by the JEC during the FY 16/17 annual budget process.

### BACKGROUND

Washoe County Code 5.098 (4) provides that all recommendations made by the Job Evaluation Committee for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alternation of existing classifications, or where there is a fiscal impact, must be forwarded to the Board of County Commissioners for final action.

AGENDA ITEM # 5.E

Periodically, the Board approves new and reclassification requests outside of the regular budget cycle to support department reorganizations and realignment of resources to improve efficiency and effectiveness. The Job Evaluation Committee (JEC) meets as needed to evaluate these requests, and all requests are vetted by Human Resources and the Budget Office. Appeals and management level requests are sent to our classification vendor, Hay Group, for review and evaluation.

**Reclassification of Existing Positions**

<b>Department</b>	<b>Current Job Class</b>	<b>Recommended Job Classes</b>	<b>Annual Savings</b>
Community Services	Carpenter Supervisor Pay Grade YLL (\$26.11 to \$33.92)	Carpenter Pay Grade WJJ (\$22.93 to \$29.79)	\$11,120
Regional Animal Svcs	Office Support Specialist Pay Grade WHH (\$20.40 to \$26.52)	Office Assistant II Pay Grade WEE (\$17.38 to \$22.60)	\$6,950

**Community Services**

The Carpenter Supervisor recently retired, and the structure of the Paint Shop and the Carpenter Shop are being reorganized. Previous to this re-organization there was a Carpenter Supervisor with two direct reports, and a Painter Supervisor with three direct reports. This reorganization will change the duties of the Painter Supervisor to supervise both the paint program and the carpenter program with five direct reports. The reclassification of the Carpenter Supervisor to a Carpenter will ensure current service levels are provided with no net loss of personnel.

**Regional Animal Services**

The vacant position has been re-evaluated, and will now be assigned to the Programs Division within Animal Services to assist with outreach, low cost vaccination clinics and senior programs.

**FISCAL IMPACT**

The estimated annual savings for these reclassifications is \$11,120 for Community Services and \$6,950 for Regional Animal Services.

**RECOMMENDATION**

Recommendation to approve reclassification requests for a vacant Carpenter Supervisor, pay grade L, to Carpenter, pay grade J (Community Services), and a vacant Office Support Specialist, pay grade H, to Office Assistant II, pay grade E (Regional Animal Services), as reported to the Job Evaluation Committee. Net annual savings is estimated at \$18,070.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve reclassification requests for a vacant Carpenter Supervisor, pay grade L, to Carpenter, pay grade J (Community Services), and a vacant Office Support Specialist, pay grade H, to Office Assistant II, pay grade E (Regional Animal Services), as reported to the Job Evaluation Committee. Net annual savings is estimated at \$18,070.